

Leland Maurello

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Summary of Qualifications:

Computer skills:

- Software / hardware installation and repair
- TCP/IP Microsoft and Novell network maintenance
- Nortel PBX telephone software / hardware maintenance
- Website design and implementation
- Technical documentation, Illustrated desktop publishing

Soft skills:

- Excellent customer service interaction
- Group training / seminar presentation
- Team Oriented

Professional Experience:

The Brightroom Biz L.L.C West Orange NJ, June 2008 - present

My own consulting business, currently working with NatashaNYC to develop marketing & website. www.Thebrightroom.biz

CompTutor Computer Center West Orange NJ, June 2006 - 2008

Consultant: Onsite and in-store computer repair, Internet services, end user print & website design.

Charley T's Printing Company

Business to Business printing – Graphic Designer, Desktop Publishing, August 2002 - April 2004

Desktop Publishing, graphics, logo design, newsletter production, website design, Mac/PC Networking.

Richmond Indie Radio

Web / Network developer – Production Director, April 2001 - Present (ongoing) Richmond Indie Radio is a small Internet / music media non-profit. I designed, and upkeep the website. Researched and implemented live media streaming. Part of duties are to download music and shows from various sources for internet broadcast, and ensure the network is up 24 / 7 with backup, and produce ID's and PSA's. Also run local web sever and FTP hosting for listener submissions, and immediate online music and graphic content. Platform uses Suse 8.2 Linux & Windows.

Circuit City Stores, Inc.

Desktop Services, MIS April 1995 – March, 2001 Part of a team responsible for software and hardware maintenance for desktop PC's throughout 5000+ employee corporate headquarters. Traveled nationwide to 7 cities upgrading software / hardware, with self developed training presentations for 157 Circuit City Store division and regional managers. Part of a team responsible for rollout of Windows 95, NT, Lotus Notes, and in-house software. Maintained Banyan & NT LAN as well as remote dialup services to client server applications, (Citrix). Tested / recommended hardware/software, and non-standard departmental LAN configurations. Nortel PBX phone support, through direct switch interaction.

Recruitment Advertising March 1994 - April 1995 Produced nationally distributed recruitment ads, purchasing their advertising space. Implemented internet recruiting to company recruitment suite. Developed accounting application to budget and report ad / project efforts. Projects included poster design, recruitment booth graphics, digital photo-retouching, software & hardware recommendation and purchasing.

Previous Employment History:

Remedy Temporary Consulting April 1993 - March 1994 Provided computer related services, administrative, secretarial support for clients in Richmond area. Final assignment with Circuit City turned into a full time position.

Desktop Temporary Consulting January 1993 - April 1993

Assignments included Virginia Non-Profit Homes for the Aging newsletter & membership directory.

National Care Consultants April 1990 - January 1993 Marketing Director. Worked with CEO to develop strategic marketing plans and projects for the Mid-Atlantic Chiropractic and Physical Therapy markets. Responsible for life-cycle development and production of catalogs, newsletters, publication ads, product inserts, weekly full market direct mailings and fulfillment of literature requests. Programmed lead tracking, reporting and project management software in Paradox, served as Novell Network Administrator.

Advanced Printing and Graphics July 1989 - April 1990

Desktop Publishing, graphics, logo design, newsletter production.

Education:

State University of New York at Albany. Major: Theater / Music with electives in Literature, Electronic Music, Computer Science, Physics, Math.